



Memorandum

To: **George Purefoy, City Manager**
From: **A. Scott Young, Assistant City Manager**
Date: 2/16/2001
Re: Trees

George,

In response to the City Council's request for additional information regarding our tree ordinance and efforts along those lines we have prepared the following information:

1. Tree Preservation Ordinance Enforcement – guidelines and procedure for enforcement of the ordinance
2. Tree Preservation Ordinance Comparison – this document highlights the city's tree preservation ordinance in relation to Southlake, and Flower Mound. Generally Southlake and Flower Mound had been considered rather progressive in their tree preservation. As you can see from the analysis, our tree preservation ordinance takes their program and we believe is just as strong if not stronger in preserving trees.
3. Frequently Asked Questions – this document highlights some of the more frequently asked tree questions, and addresses specific points that have come to the forefront recently.
4. Tree Planting Projects – this document highlights some of our efforts to promote tree planting throughout the city.
5. Timeline for Huffines, SH 121 at Custer – this document is a chronology of events at this location. We included as reference because of all the attention this location has garnered.

Tree Preservation Ordinance Enforcement

On January 15, 2001, Jennifer Thomas was promoted to the position of Landscape Architect. The creation and staffing of this position was to assist in the area of Tree Protection and monitoring of newly installed landscapes. The following states the course of action we take to preserve the Protected Trees in The City of Frisco.

Pre-Construction

- Tree Preservation Plans are completed by the owner's Landscape Architect and/or Arborist. They survey the site, identifying trees and, if any, anticipated tree losses. These plans are sealed and certified to be correct by the following:
"I _____ being a landscape architect or arborist attest that the identification and size of trees identified on this survey are correct and that all Protected Trees have been shown."
Signature: _____ Date: _____
- These plans are checked by the City's Landscape Architects in the field to ensure completeness and accuracy. This is done during the development stage of the civil construction plans, prior to construction.
- At the Engineering Pre-Construction Conference, the importance of preserving Protected Trees is clearly articulated to the attendees by the Landscape Architect present at the meeting. We clearly state the consequences of taking down trees that are deemed "Protected". Typically the General Contractor, Sub-Contractor, Engineer, and Owner is present at the Pre-Construction Conference. If representatives are absent from this meeting, they are copied on the minutes.
- Prior to construction, the owner is responsible for obtaining a Tree Permit. Dudley Raymond, Senior Landscape Architect, issues the Tree Permits. (See the attached Tree Permit Application.)
The only trees allowed to be taken down will have already been marked on the approved and filed Tree Preservation Plan.
- Trees to be protected will have orange plastic fence or silt fence encompassing the area of protection. The orange and silt fencing is expected to stay in place through the entire construction phase. This is where the inspector's, who are in the field daily, will watch for a violation to the ordinance.
Erosion control fencing also has to be installed, per the EPA. Sometimes the erosion control fencing and the Tree Protection fencing coincide. Contractors

are responsible for keeping a weekly log on the conditions of their erosion control fencing.

Construction

- Prior to any construction, the contractor follows our Tree Preservation Ordinance for preparing and maintaining the site with all tree protection measures in tact.

The measures **preceding** construction are:

1. Install orange plastic fencing and/or silt fencing
2. Establish and maintain a construction entrance that avoids Protected Trees

The measures **during** construction are:

1. No cleaning of equipment or disposal of any waste within dripline of Protected Trees
 2. No fill or excavation within dripline of Protected Trees
 3. Root pruning, where necessary, of Protected Trees
 4. No attachments or wires connected to any Protected Trees
- Inspections are performed to ensure compliance with the Tree Preservation Ordinance. There are several factors involved as to how frequent the staff visits the site:
 1. Location of trees in proximity to construction
 2. Phase of construction
 3. Reputation of contractor

If any trees have fallen on-site without a Tree Permit, the owner will be fined and possibly shutdown.

- Tree Protection Measures are watched by the Construction and Building Inspection Departments. They notify the City's Landscape Architects if the tree protection measures are not being followed. The staff will visit the site, observe conditions and take the necessary measures to enforce the ordinance. This includes education, fines and possibly halting construction. The latter of the two are used if any Protected Trees are damaged during construction.

Post-Construction

- Prior to receiving a Certificate of Occupancy, the landscape installation and Protected Trees are inspected. Any sites found not to be in-compliance with

the approved Landscape and Tree Preservation Plans are brought into compliance.

- Throughout the year site visits are conducted to ensure all plant material is in good condition, not dead, and present. If the landscape is found not to be in compliance, the owner is notified and given a timeline to bring the property into compliance.